

**STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF BOARD OF CERTIFIED REAL ESTATE APPRAISERS**

**MINUTES OF MEETING
October 2, 2009**

The Staff of the Division of Corporations, Business and Professional Licensing prepared these draft minutes. They have not been reviewed or approved by the Board.

By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Certified Real Estate Appraisers was held October 2, 2009, at the Atwood Building, 550 W. 7th Avenue Suite 1860, Anchorage, AK.

Call to Order/Roll Call

The meeting was called to order at 8:40 a.m. by Steve MacSwain, Chairman.

Those present, constituting a quorum of the Board:

Steve MacSwain, Chairman, General Real Estate Appraiser
Gene Shafer, Vice Chair, Residential Real Estate Appraiser
William Larick, General Real Estate Appraiser
Butch Olmstead, Mortgage Banking Executive
April Moore, Public Member

In attendance from the Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, were:

Jan Mays, Licensing Examiner
Margo Mandel, Investigator

Agenda Item 1 – Review Agenda

The following items have been added to the Agenda.

Item 5

- Sarah Waldrop

Agenda Item 2 – Investigative Report

Margo Mandel, Investigator presented the investigative report.

During this reporting period, April 30, 2009 to September 29, 2009, the Investigation Unit opened four (4) cases and closed four (4) cases. Currently there are six (6) open cases.

FY 2009 Statistics to date:

Cases Opened: 8
Cases Closed: 10

FY 2010 Statistics to date:

Cases Opened: 4
Cases Closed: 2

Open Cases:

3300-09-001	Fraud/Misrepresentation	Active
3300-09-002	Fraud/Misrepresentation	Active
3300-09-003	Negligence	Active
3300-09-004	Fraud/Misrepresentation	Active
3300-09-007	Violating Professional Ethics	Active
3300-09-008	Violating Professional Ethics	Active

Closed Cases:

3300-08-003	Violating Professional Ethics	No Action - Unfounded
3300-08-004	Violating Professional Ethics	No Action – Unfounded
3300-09-005	Negligence	No Action – Unfounded
3300-09-006	License Application Problem	License Renewed

Agenda Item 3 – Ethics Report

No ethics issues to disclose.

Agenda Item 4 – Review Minutes

The Board reviewed the following meeting minutes:

May 29, 2009

Upon a motion by Larick, seconded by Olmstead and approved unanimously, it was:

RESOLVED to approve the May 29, 2009 meeting minutes as amended.

October 5, 2007

Upon a motion by Larick, seconded by Moore and approved unanimously, it was:

RESOLVED to amend the motion from the October 5, 2007 minutes for Robert Renfro, applicant for general real estate appraiser to include approved, pending receipt of the \$600 license fee.

Agenda Item 5 – Application Review

Residential

Upon a motion by Larick, seconded by Shafer and approved unanimously, it was:

RESOLVED to approve Sarah Waldrop for certification as Residential Real Estate Appraiser.

Agenda Item 6 – Course Approval

Upon a motion by Olmstead, seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following courses by the following sponsor.

Career Webschool

- Residential Appraiser Site Valuation & Cost Approach – 14 Hours CE
- A URAR Form Review – 7 Hours CE
- Residential Market Analysis & Highest and Best Use – 14 Hours CE
- Residential Report Writing and Case Studies – 14 Hours CE

Upon a motion by Olmstead, seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following courses by the following sponsor, pending verification of AQB Certificate.

Career Webschool

- 2010 – 2011 7 Hour National USPAP Update Course – 7 Hours CE
- 2008-2009 7 Hour USPAP Course – 7 Hours CE

Upon a motion by Olmstead, seconded by Moore and approved unanimously, it was:

RESOLVED to approve the following courses by the following sponsor:

Alaska Craftsman

- Energy Efficient Lighting & Appliances – 2 Hours CE
- Ventilation in Home – 2 Hours CE
- Basic Residential Building Science – 2 Hours CE
- Residential Ice Dams – 2 Hours CE
- Energy Efficient & Heating and Hot Water – 2 Hours CE
- Energy Efficient Doors & Windows – 2 Hours CE

- Residential Insulation – 2 Hours CE
- Air Sealing For Energy Efficiency – 2 Hours CE

Upon a motion by Olmstead, seconded by Moore and approved unanimously, it was:

RESOLVED to approve the following course by the following sponsor:

McKissock, LP

- How to Analyze & Value Income Properties – 7 Hours CE

Upon a motion by Olmstead, seconded by Moore and approved unanimously, it was:

RESOLVED to approve the following courses by the following sponsor:

Appraisal Institute

- The Discounted Cash Flow Model: Concepts, Issues & Applications – 7 Hours CE
- Computer Enhanced Cash Flow Method – 15 Hours CE
- Online GIS – The Executive Overview – 7 Hours CE
- Online Appraisal Curriculum Overview – Residential – 8 Hours CE
- Online Site Use & Valuation Analysis – 6 Hours CE

Agenda Item 7 – Correspondence

Faye Veazey, SunTrust Mortgage

The Board reviewed the email from Faye Veazey from SunTrust Mortgage regarding reporting misrepresented appraisals to all state agencies. The Board made no comment.

Agenda Item 8 – Public Comment

There were no individuals in attendance for public comment.

The Board reviewed the Expenditure and Revenue Report.

Agenda Item 9 – Continuing Education Audit

The Board reviewed the CE Audits that were presented to them.

Upon a motion Moore, seconded by Larick and approved unanimously, it was:

RESOLVED to approve the following CE Audits.

- Norman H. Lee
- Jeff Hurt
- Carla M. Colby
- Erik M. Pond
- April J. Anthony
- James P. Snyder

- Mark E. Bryant
- Chad A. Burris
- Gregory S. Wing
- Alan G. Olson
- Orlinda I. Kittredge
- David Livingston
- James A. Corak
- Jacob J. Gurney
- Robert K. Ruggles III
- Mark D. Kasberg

Upon a motion by Moore, seconded by Larick and approved unanimously, it was:

RESOLVED to deny CE Audit for John Cristiano, residential real estate appraiser license no. 55. Mr. Cristiano did not respond to the request of proof of continuing education as required under 12 AAC 70.220.

Upon a motion by Moore, seconded by Larick and approved unanimously, it was:

RESOLVED to deny CE Audit for Ralph Johansen Jr., residential real estate appraiser license no. 130. Mr. Johansen did not submit proof of continuing education as required under 12 AAC 70.220.

Upon a motion by Moore, seconded by Larick and approved unanimously, it was:

RESOLVED to deny CE Audit for Stephen W. Noey, general real estate appraiser License no. 108. Mr. Noey did not respond to the request of proof of continuing education as required under 12 AAC 70.220.

Upon a motion by Moore, seconded by Larick and approved unanimously, it was:

RESOLVED to deny CE Audit for James Shaw, residential real estate appraiser license no. 348. Mr. Shaw submitted proof of 28 hours of continuing education, which were all taken online. In accordance with 12 AAC 70.220(d), up to one-fourth of the hours required by this section may be obtained through distance education approved under 12 AAC 70.210 or online courses approved under 12 AAC 70.215.

Upon a motion by Moore, seconded by Larick and approved unanimously, it was:

RESOLVED to deny CE Audit for Josh Watts, residential real estate appraiser license no. 589. Mr. Watts submitted proof of 28 hours of continuing education, which were all taken online. In accordance with 12 AAC 70.220(d), up to one-fourth of the hours required by this section may be obtained through distance education approved under 12 AAC 70.210 or online courses approved under 12 AAC 70.215.

Agenda Item 10 – Goals & Objectives FY10

The Board reviewed and discussed the Goals & Objectives. One change has been made to item 7 to allow a minimum of two appraisal reports submitted by applicants. The selection will be made by the Board or a representative designated by the Board.

The primary goals for this coming year are to investigate revisions to statutes and regulations to enhance consistency with the policy of the Appraisal Subcommittee. The Board's goal and objectives for FY2010 are as follows:

1. Review recommendations changes and modify current statutes and regulations to include changes as needed and encourage their implementation.
2. Seek comments/input from other organizations that are involved in our use of appraisal services in Alaska.
3. Circulate the Board meeting dates to appraisal organizations, interested individuals, and users of appraisal services.
4. Provide public notice of all meetings in the newspaper.
5. Continue to make listings of approved, denied, and expired initial certification and continuing education courses/seminars available to certified individuals.
6. Look into the set up and notice-giving possibilities of disseminating Appraiser Board activities through email database addresses of licensed appraisers.
7. At the time of initial certification, the Board is to review the appraiser's application along with a minimum of two appraisal reports, selected by the Board or a representative designated by the Board.
8. To have at least two face-to-face meetings per year.
9. To encourage and develop dialog promotional education in the State of Alaska for the state certified appraisers.

Upon a motion by Moore, seconded by Shafer and approved unanimously, it was:

RESOLVED to approve the Goals & Objectives for FY2010 as amended.

Agenda Item 11– Budget Report

The Board reviewed the Expenditure and Revenue Report.

Agenda Item 12 – Regulation Changes

No regulation changes at this time.

Agenda Item 13 – Board Business

Sign Wall Certificates

No Wall Certificates to sign.

Schedule Next Meeting

The following are meeting dates for 2010.

January 15, 2010

Sign Meeting Minutes

The Board chair signed the following meeting minutes:

- May 29, 2009

Sign TA's and Collect Receipts

Travel Authorization forms were given to each Board member to sign.

Task List

Jan Mays

- Email Board the Ohio Appeal.
- Contact Appraisal Standards Foundation Board to schedule the 15 Hour USPAP for Board members; coincide with a face-to-face meeting.
- Find the definition of "Scope of Supervision" from the Appraisal Foundation and email the Board.

There being no further business, the meeting adjourned at 12:04 p.m.

Respectfully Submitted:

Jan Mays
Licensing Examiner

Approved:

Steve MacSwain, Chair

Date: _____